



OFFICE OF THE ACCOUNTANT GENERAL (A&E)  
ODISHA, BHUBANESWAR  
CIRCULAR

Subject: Preventive measures to contain the spread of COVID-19 – Attendance of Central Government officials regarding.

In continuation of this office Circular issued vide No. Admn-1-16-41-Misc(72-Volume-IV)/812 dated:05.01.2022 and in view of further instructions issued vide Headquarters letter No. 25-Estates/11-2020 dated 31.01.2022 containing guidelines on attendance of Central Government officials, this office shall function with 100 per cent attendance of all Group Officers, officers in the cadre of Senior Accounts Officers and Assistant Accounts Officers.

All other officials shall attend office not exceeding fifty per cent of the PIP on each working day, following staggered timings (9.00 A.M. to 5.30 P.M., 9.30 A.M. to 6.00 P.M.). The roster for them with staggered timings may be drawn up by the respective Groups in such a way that official work does not suffer. A copy of such roster may be furnished to Admn.I Section.

All officers/officials have to ensure strict compliance with covid-appropriate behavior.

The above instruction shall be in force in the office with immediate effect till 15<sup>th</sup> February 2022 or till further orders, whichever is earlier.

The other instructions issued earlier vide this office letter No. Admn-1-16-41-Misc(72-Volume-IV)/812 dated:05.01.2022 in this regard shall remain unchanged.

Sd/-

(Dinamani Mallick)

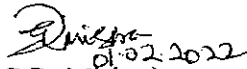
Sr. Deputy Accountant General (Admn.)

Memo No.Admn-1-16-41-Misc(72-Volume-IV)/960

Dated:01.02.2022

Copy forwarded for information and necessary action to:

1. All Group Officers of Main Office/Puri Office
2. Deputy Accountant General & Estate Officer, Office of the Accountant General (Audit-I), Odisha, Bhubaneswar
3. All Sr. Accounts Officers
4. Sr. Audit Officer, Estate, Office of the A.G (Audit-I), Odisha, Bhubaneswar.
5. All Group controlling sections of Main Office
6. P.S to A.G(A&E)/A.G's Secretariat
7. Hindi Cell for Hindi Version
8. Notice Board/Guard file/Web site.

  
(G.R. Mishra)

Sr. Accounts Officer (Admn.)